

7 PROGRAM EVALUATION

7.1 PURPOSES

Evaluation involves answering the following questions:

- What is being done to identify and control hazards before accidents occur?
- What benefits are being received because of the safety and health system? (E.G., reduction in injuries, Workers' Compensation and property damage losses?)

The following methods will be utilized to monitor the effectiveness of the DMB Safety and Health system:

- Statistical
- Internal/External Audits

7.2 STATISTICAL

Statistical methods compare the accident rate, the accident severity rate and the lost-day/restricted-day rate with previous year's data. To determine the above-mentioned rates, the following information is needed:

- The number of recordable injuries and illnesses during the year, the number of lost and restricted days (obtained from the MIOSHA accident/illness log - Form 300)
- The total number of hours worked by all employees (available through payroll records).

The 200,000 figure in the examples below represents 100 employees working 40 hours a week for 50 weeks. The DMB Safety and Health Coordinator will perform an annual calculation. However, Office Directors or designees are encouraged to monitor their accidents and illnesses and perform the calculations on a quarterly basis.

1. Accident Frequency/Incidence Rate per 100 employees

$$\frac{\# \text{ of Recordable cases (Injuries and Illnesses)} \times 200,000}{\text{Total employee hours worked}} = \text{Incident Rate}$$

For example, if there were 15 recordable injuries and the total employee hours worked was 157,000, the formula would be computed:

$$\frac{15 \times 200,000}{157,000 \text{ hours worked}} = 19.1 \text{ (Incident Rate)}$$

2. Accident Severity Rate per 100 employees per year

$$\frac{\# \text{ of Lost time/restricted duty cases} \times 200,000}{\text{Total employee hours worked}} = \text{Accident Severity Rate}$$

3. Lost Days/Restricted Time Rate - Lost time days per 100 employees per year

$$\frac{\# \text{ of Lost days and restricted duty days} \times 200,000}{\text{Total employee hours worked}} = \text{Lost Day/Restricted Time Rate}$$

The incident and severity rates, while being a helpful tool, will not indicate the effectiveness of the DMB Safety and Health System. Therefore, the methods listed in *Section 7.3 and 7.4* will also be used to evaluate the program.

7.3 DMB PERIODIC AUDIT

A comprehensive document review and worksite audit will be conducted by each DMB Theme on a periodic or annual basis and evaluate the following processes.

1. Safety and health meeting frequency and effectiveness.
2. Compliance with safety and health training.
3. Review of worksite inspections.
4. Review of any Job Safety Analysis performed.
5. Follow up on Employee Reports of Hazard.
6. Evaluation of Department safety and health goals and objectives.
7. Review of program effectiveness for confined spaces, lockout/tagout, and personal protective equipment and other programs requiring periodic review.

In addition, a survey will be conducted to evaluate whether participation in safety and health activities has improved work conditions and been integrated into processes and standard operating procedures.